

PRIVACY POLICY STATEMENT

Introduction

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. The GDPR aims primarily to give control back to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU. When the GDPR takes effect from 25 May 2018, it will replace the 1995 Data Protection Act (DPA).

What information do we collect about you?

We collect information about you when you are an employee, if you enquire about using any of our services, or if you contact us to apply for a job vacancy.

How will we use the information about you?

Employees – we will use the information we collect from you to allow us to perform our contract with you and enable us to comply with all legal obligations as an employer.

Customers – we will use the information we collect from you to contact you via the means that you have agreed in order to arrange an appointment and to provide you with details of our services in our geographical area, or to enable us to invoice you for work that we have carried out as part of our contractual agreement with you. Your information would then be used to provide you with any services we have agreed with you.

Job Applicants – we will use the information we collect from you to process and consider your application for a role with our company. Your information will only be shared with those employees who will be involved with the selection and recruitment process. We will not request a reference or a DBS disclosure without your prior, written consent.

Phone calls – we do not have the facility to record inbound or outbound phone calls.

Website - If you visit our website www.greenteaminteriors.com we utilise the third party services of Google Analytics and Lead Forensics to collect standard internet log information and details of visitor behavior patterns. We do this to find out such things as the number of visitors to various pages of the site. This information is only then processed in a way that does not identify individuals. We do not make, nor do we allow our third party services to make, any attempt to discover the identities of anyone visiting our website. If we do want to collect personally identifiable information via our website, we will be up front and make it completely clear at the point of collection and will explain what we intend to do with it. Our website may record some of your personal information, by logging your IP address or the location of your computer network for example. It may also record information about you that you have entered into our online forms. Other data may be collected anonymously about the use of our site from cookies. Cookies are small text files that are placed on your computer by the websites that you visit. To find out more information about cookies, including how to see they have been set or how to manage or delete them, visit www.allaboutcookies.org. We may use cookies to establish the needs of visitors and customize the content of our website, to process any forms, requests or applications you send, or for information and analysis.

Market Research – we may use your contact details in order to ask for your comments and opinions on how we might develop or improve our services, such as our customer survey questionnaire.

Social Media – we may collect information that you make available on LinkedIn, Twitter, Instagram, Facebook or similar organisations. You may wish to check their privacy policy to find out more information on how they process your data.

Sharing Information

We will not normally share any information we hold about you without your prior, written consent, unless we are directed to do so for law enforcement or similar purposes.

Retaining and deleting your information

We will take all reasonable steps to ensure that the information we hold about you is kept secure. We will only hold your personal data for as long as it is required in line with our Data Retention Policy. Deleting your information may involve either the removal of the data or its anonymisation, meaning that it no longer continues to be personal data that will identify you. Please contact us using the details below if you require further details about our Data Retention Policy, or to request that your data be deleted.

Access to your information and correction

You have the right to request details of the information we hold about you. To do this, you should write to the address below. We will endeavour to respond to your request within 5 working days following receipt of your written request. You have the right to request that we update or correct any information we hold about you.

Changes to our privacy policy

We will keep our privacy policy under regular review.

How to contact us

Please contact us if you have any questions about our privacy policy or the information we hold about you;

By email: enquiries@greenteaminteriors.com

By telephone: 01730 890111

By post: Green Team Interiors Ltd, Unit C6 The Brickyards, Steep Marsh, Petersfield GU32 2BN

Signed: 

Title: Managing Director

Company: Green Team Interiors Ltd

Date: April 2018